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# THE MASSACHUSETTS DIVISION OF APPRENTICE TRAINING



GOVERNMENT DOCUMENTS  
COLLECTION

1994

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## PRE-APPRENTICESHIP STANDARDS

943/332

**PRE-APPRENTICESHIP  
STANDARDS**

For the Occupation of \_\_\_\_\_  
\_\_\_\_\_

**FORMULATED BY**

\_\_\_\_\_  
**TRAINING PROGRAM SPONSOR**

\_\_\_\_\_  
**ADDRESS**

**WITH THE ASSISTANCE  
of the**

**DIVISION OF APPRENTICE TRAINING  
DEPARTMENT OF LABOR AND INDUSTRIES  
COMMONWEALTH OF MASSACHUSETTS**

copy dated July 6, 1994

**OBJECTIVE:** To provide secondary school students an avenue for structured, approved, training in a skill that will lead to a formal Apprenticeship in that particular skill upon successful completion of High School and the Pre-Apprentice program.

### **DEFINITIONS**

**"PRE-APPRENTICE"** shall mean a student who has agreed, and signed an active Pre-Apprentice Agreement, with an employer, a Cooperating Educational Facility, the Division of Apprenticeship Training, the Massachusetts Department of Labor and Industries to acquire the necessary skills that will lead to a formal apprenticeship in a particular trade upon graduation.

**"APPROVING AGENCY"** shall mean the Division of Apprenticeship Training, Massachusetts Department of Labor and Industries.

**"SUPERVISOR OF PRE-APPRENTICE STUDENTS"** shall be the person designated to perform the duties as outlined in these Standards.

**"PRE-APPRENTICE AGREEMENT"** shall mean a written agreement between the Pre-Apprentice, his/her parent or guardian (if necessary), the employer, and the Cooperating Educational Facility. Every Pre-Apprentice Agreement shall be approved by and filed with the Division of Apprenticeship Training, Massachusetts Department of Labor and Industries.

**"APPROVED SPONSOR"** shall mean an employer who has agreed to employ a Pre-Apprentice for training in a particular skill using an established work process and progressive pay schedule that has been agreed upon by the Cooperating Educational Facility and the Approving Agency.

**"COOPERATING EDUCATIONAL FACILITY"** shall mean a High School, Vocational/Technical School or certified post-secondary school that has agreed to provide the curriculum necessary to fulfill the related classroom portion of the Pre-Apprentice requirement and to provide periodic assessment of the student's progress in the classroom. The Cooperating Educational Facility is also required to maintain attendance and assessment records of the related class and employment time.

**"PARTIES TO THE PRE-APPRENTICE AGREEMENT"** shall mean the Pre-Apprentice, his/her parent or guardian if they are a minor, the Cooperating Educational Facilities, the Approved Sponsor and the Approved Agency, each of whom shall sign the Pre-Apprentice Agreement.

**"STANDARDS OF PRE-APPRENTICESHIP"** shall mean the requirements set forth below.

#### **SECTION I            TERM OF PRE-APPRENTICESHIP**

The Pre-Apprentice shall complete approximately \_\_\_\_ hours of work experience and approximately \_\_\_\_ hours of classroom instruction per year in the applicable trade or area of study for the period specified on the cover page of these Standards of Pre-Apprenticeship.

#### **SECTION II           PROBATIONARY PERIOD**

The first 60 days of employment for the Pre-Apprentice shall be a probationary period. During this probationary period the Pre-Apprentice Agreement may be cancelled by any of the parties to the Pre-Apprentice Agreement by notifying the others. The Approving Agency and the Cooperating Educational Facility shall be notified of all such cancellations.

#### **SECTION III          CREDIT FOR PRE-APPRENTICE STUDENTS**

Pre-Apprentice graduates may receive such credits toward a formal apprenticeship certificate as the employer deems appropriate upon the review of the training curriculum. This credit shall not exceed 50% of the time required for completion of the formal apprenticeship certificate program. The wage paid to Pre-Apprentice graduates upon entry into a formal apprentice program should fully reflect the credits earned pursuant to this section. While entering their formal apprenticeship in an advanced standing, the Pre-Apprentice graduate is not exempt from the probationary period.

#### **SECTION IV          CONTINUOUS EMPLOYMENT**

The Approving Agency considers the opportunity for continuous employment a cornerstone to the success of this program. It is understood that the Approved Sponsor intends and expects to give the pre-apprentice student continuous employment and will use its best efforts to keep the Pre-Apprentice employed during the full term of pre-apprenticeship. If any Pre-Apprentice is temporarily released due to business conditions, that Pre-Apprentice student shall be given the opportunity to be reinstated before any additional Pre-Apprentice student is employed in the same skill.

## **SECTION V            SUPERVISION OF PRE-APPRENTICES**

The Pre-Apprentice shall be under the general supervision of the journeyperson with whom the Pre-Apprentice will work, and the direct supervision of the Employer or Supervisor whose duty it shall be to see that the Pre-Apprentice student receives the work experience outlined in these Standards.

## **SECTION VI           PERIODIC EXAMINATION**

The Pre-Apprentice shall be given periodic classroom and practical examinations by their supervisor and their educational sponsor to determine their progress. Lack of progress may be used as a factor for withholding advancement in the program. Denial of advancement may be implemented only with the approval of the Cooperating Educational Facility, Approved Sponsor and Approving Agency.

## **SECTION VII          WORK HABITS**

The Pre-Apprentice is expected to observe the work-place rules established by the Approved Sponsor. Tardiness, poor workmanship, disregard of instructions from supervisors, disregard of safety rules, use of drugs, alcohol, or other substances that may impair performance, or any other action that may detract from the desired goals of management may be considered grounds for removal from the program.

## **SECTION VIII        RATIO OF PRE-APPRENTICES**

The number of Pre-Apprentices employed shall be established by the Cooperating Educational Facility, the Approved Sponsor and the Approving Agency.

## **SECTION IX          PRE-APPRENTICE AGREEMENT**

Each Pre-Apprentice and if a minor, the parent or guardian, shall sign a Pre-Apprentice Agreement on the form attached to and made part of these Standards. The Pre-Apprentice Agreement shall also be signed by the Approved sponsor and the Cooperating Educational Facility and be filed with the Approving Agency. All Parties to the Pre-Apprentice Agreement shall receive a copy of the executed Agreement. Each applicant will be given a copy of these Standards and an opportunity to read them before signing the Pre-Apprentice Agreement.

## **SECTION X            HOURS OF WORK**

Hours of work will be determined by the Cooperating Educational Facility, the Approved Sponsor and the Approving Agency, subject to Massachusetts General Laws Chapter 149. Pre-Apprentices who are working full time, shall work the same hours and be subject to the same conditions regarding overtime as journeypersons in the skill, employed by the company. Overtime hours worked will be credited toward completion of Pre-Apprenticeship for actual hours worked.

## **SECTION XI          PRE-APPRENTICE QUALIFICATIONS**

To be considered for the Pre-Apprentice Program, each applicant must meet the following requirements:

**Age:** Not under 16 years of age

**Education:** (a) Must be a student who is part of a "full time" program at an accredited secondary institution.

(b) Must achieve a passing grade on a test administered by the Cooperating Educational Facility.

(c) Prohibited from working in hazardous occupations for minors under the age of 18 years unless they have completed 2 years of a state certified vocational technical program.

**Recommendation:** Must be favorably recommended by the Cooperating Educational Facility.

**Selection:** The recruitment, selection, employment, and training of the Pre-Apprentice shall be without discrimination because of race, color, religion, national origin, sex, or sexual preference. The sponsors will take affirmative action to provide equal opportunity, and will operate the pre-apprenticeship program as required by existing State and Federal regulations and statutes.

## **SECTION XII        RESPONSIBILITIES OF THE APPROVED SPONSOR**

The primary responsibilities of the Approved Sponsor is to provide meaningful employment to the Pre-Apprentice and to provide the best available mentor based training in a particular skill. The Approved Sponsor agrees to train the Pre-Apprentice in all the areas of expertise outlined in the "Work Process" that is part of this Agreement and to provide a graduated wage scale as these skills are acquired. It is suggested that the Approved Sponsor, upon graduation of the Pre-Apprentice, would consider the graduate a desirable candidate for their apprentice program.

### **SECTION XIII      SCHEDULE OF WORK PROCESS**

The Pre-Apprentice shall receive instruction and work experience in all phases of the trade or skill as listed in the Work Processes attached hereto. In order to permit the flexibility necessary to the normal production schedule, the work experiences need not be in the precise order as listed, nor do the scheduled hours on any operation need to be continuous.

See appendix A.

### **SECTION XIV      RELATED INSTRUCTION**

The Pre-Apprentice shall be required to attend and successfully complete classes in related trade subjects for approximately \_\_\_\_ hours per year, each year of the term of pre-apprenticeship. Curricula for these classes shall be determined jointly by the Approved Sponsor and the Cooperating Educational Facility. Failure to successfully complete classes will be considered grounds for being dropped from the program.

### **SECTION XV      RECORDS**

Records of the Pre-Apprentice's work experience shall be kept by the Approved Sponsor and the Cooperating Educational Facility.

### **SECTION XVI      REGISTRATION OF PROGRAM**

These Standards shall be submitted to the Approving Agency for approval and will become effective upon the date of approval.

### **SECTION XVII      CERTIFICATE OF COMPLETION**

Upon satisfactory completion of the term of Pre-Apprenticeship, the Approved sponsor shall recommend to the Approving Agency that a State Certificate of Pre-Apprenticeship be awarded.

## **SECTION XVIII      CHANGES IN STANDARDS**

These Standards of Pre-Apprenticeship may at any time be amended by the Approved Sponsor or the Cooperating Educational Facility provided such amendments are approved by the Approving Agency. A copy of all such changes shall be furnished to each Pre-Apprentice.

## **SECTION XIX      GENERAL PROVISIONS**

Every Pre-Apprentice Agreement entered into under these Standards of Pre-Apprenticeship shall contain a clause making the Standards a part of the agreement with the same effect as if expressly written therein. For this reason, every applicant (and parent or guardian, if applicable) shall be given a copy of the Standards of Pre-Apprenticeship and an opportunity to read them before any signature is affixed thereto.



**APPROVED AND ACCEPTED BY  
APPROVED SPONSOR**

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**APPROVED BY AND FILED  
WITH DIVISION OF APPRENTICE  
TRAINING, MASS. DEPT OF  
LABOR & INDUSTRIES**

BY \_\_\_\_\_  
Director

DATE \_\_\_\_\_

**APPROVED AND ACCEPTED BY THE  
COOPERATING EDUCATIONAL FACILITY**

By \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

The Commonwealth of Massachusetts  
DEPARTMENT OF LABOR AND INDUSTRIES  
DIVISION OF APPRENTICE TRAINING  
100 Cambridge Street, Boston 02202

**PRE-APPRENTICE AGREEMENT**

Pursuant to the Standards of Pre-Apprenticeship adopted by the Approved Sponsor, the Cooperating Educational Facility and the Massachusetts Division of Apprentice Training (Approving Agency), the provisions of which are hereby made part of this Agreement, and in compliance with the Massachusetts Plan for Equal Employment in Pre-Apprenticeship Training, WITNESSETH: that the Agreement is entered into by the Pre-Apprentice:

\_\_\_\_\_/\_\_\_\_\_  
(Name of Pre-Apprentice) (Address of Pre-Apprentice)

\_\_\_\_\_  
SS Number city/town state zip

his/her Parent or Guardian (if Pre-Apprentice is a minor) \_\_\_\_\_

The Cooperating Educational Facility \_\_\_\_\_

The Approved Sponsor \_\_\_\_\_

Skill \_\_\_\_\_ Term of Pre-Apprenticeship \_\_\_\_\_ (hours, months, years)

Completion Date: \_\_\_\_\_

**GRADUATED SCALE OF WAGES TO BE PAID TO THE PRE-APPRENTICE**

TERM 11A \_\_\_\_\_ TERM 12A \_\_\_\_\_  
TERM 11B \_\_\_\_\_ TERM 12B \_\_\_\_\_

**NUMBER OF HOURS PER DAY AND NUMBER OF HOURS PER WEEK PROJECTED**

\_\_\_\_\_ hours per day \_\_\_\_\_ hours per week (during school sessions)

\_\_\_\_\_ hours per day \_\_\_\_\_ hours per week (school out of session)

\_\_\_\_\_  
Signature of Pre-Apprentice

\_\_\_\_\_  
Signature of Approved Sponsor

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Title of Signatory for Approved Sponsor

Approved by the Cooperating Education Facility \_\_\_\_\_

Approved by the Division of Apprentice Training \_\_\_\_\_  
(Approving Agency)

Date: \_\_\_\_\_

**TO BE COMPLETED BY PRE-APPRENTICE**

1. Date of Birth			2. Sex		3. Ethnic Group	
Month	Day	Year	1. <input type="checkbox"/> Male	1. <input type="checkbox"/> White	4. <input type="checkbox"/> Asian or Pacific Islander	
			2. <input type="checkbox"/> Female	2. <input type="checkbox"/> Black	5. <input type="checkbox"/> Hispanic	
				3. <input type="checkbox"/> American Indian or Alaskan Native	6. <input type="checkbox"/> Other	